

Subject: Re: Kevin / Graphic Design
From: Jessica Lall <jlall@ccala.org>
Date: 10/31/2017 01:38 PM
To: Suzanne Holley <sholley@downtownla.com>

That works!

Best,

Jessica
213-416-7512 (o)

Sent from my iPhone, please excuse brevity and typos.

On Oct 31, 2017, at 1:19 PM, Suzanne Holley <sholley@downtownla.com> wrote:

I understand. Thanks for the advanced notice. In that case, can I suggest that we just keep operating under the same agreement until the end of the year rather than execute a new one for the period from 10/1/17-12/31/17?

Thanks.

Suzanne

Suzanne Holley
SVP & Chief Operating Officer

[<image005.png>](#)

Downtown Center Business Improvement District
626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017
Call: 213-416-7538 | Fax: 213-624-0858
Web: DowntownLA.com

[<image006.jpg>](#) [<image007.jpg>](#) [<image008.jpg>](#)

From: Jessica Lall [<mailto:jlall@ccala.org>]
Sent: Monday, October 30, 2017 7:59 PM
To: Suzanne Holley
Subject: Kevin / Graphic Design

Hi Suzanne:
I hope your week is off to a good start and that things are OK with your family.

I wanted to drop a note and let you know that after the end of this year, we will no longer be needing to contract for Kevin's services. Given our growing needs, we are going to move in a direction where we can have one person work with us on all of our requests. Kevin is so talented and accommodating, we will be sad to lose him and hope that you can convey that this decision has nothing to do with his work product. We wanted to give advance notice so everyone can prepare and we can wind things down by 12/31/17.

Let me know if you have any questions.

Thanks,

<image009.jpg> **Jessica Lall** President & CEO
213.416.7512 | jlall@ccala.org | ccala.org
626 Wilshire Blvd., Suite 850, Los Angeles, CA 90017
Please note our new address

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[<image012.png>](#)

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